

# Christ Church C.E., Lark Hill & Lewis Street Primary Schools Attendance & Punctuality Policy



	Christ Church C.E	Lark Hill	Lewis Street
<b>Date</b>	<b>Autumn 2022</b>	<b>Autumn 2022</b>	<b>Autumn 2022</b>
<b>Review Date</b>	<b>Autumn 2023</b>	<b>Autumn 2023</b>	<b>Autumn 2023</b>
<b>Executive Headteacher</b>			
<b>Signature</b>			

**Attendance Lead** Anne Barlow, Christ Church  
Lindsey Rivington – Lark Hill  
Tracey Redgrave – Lewis Street

**Attendance Governor** Elizabeth Cross, Christ Church  
Margaret Woodhouse, Lark Hill  
David Jolley, Lewis Street

**Partnership Attendance Champion – Wendy McCormack**

Christ Church C.E., Lark Hill and Lewis Street Primary Schools believe that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil.

Every child of compulsory school age is entitled to receive efficient full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Christ Church C.E., Lark Hill and Lewis Street Primary Schools will endeavour to work alongside parents, local community and the Education Welfare Service.

## **Maintaining a high profile for attendance and punctuality**

Christ Church C.E., Lark Hill and Lewis Street Primary Schools aim to achieve a minimum 95% figure this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

- Keeping accurate records through class registers and CPOMS
- Maintaining clear procedures for recording lateness
- Raise awareness of attendance issues at learner reviews and new intake meetings
- Ensuring unauthorised absences are dealt with promptly
- Celebrating children in school 'all day, every day' with rewards such as termly badges, annual prize giving for 100% attendance for the whole year (medical appointments taken into account).
- Applying the Whole School Attendance Policy consistently and reviewing annually
- All new initiatives ratified by Governors
- To continue to promote attendance with the support of the Education Welfare Officer
- Consideration to be given to the completion of an Early Help Assessment and/or signposting of support available to families

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## Roles and Responsibilities

### Of the school

- School attendance is a whole school approach
- To ensure the strategies of the school attendance policy are adhered to by all staff
- To inform parents when school attendance or punctuality becomes a cause for concern
- To adhere to the Prevent Duty, the Children & Families Officer are obliged to notify the Local Authority if a family are visiting a country considered to be a high risk for terrorism
- The Children & Families Officer is also obliged to refer to Children's Services any pupil they suspect is being taken out of school to undergo FGM (Female Genital Mutilation)
- After 3 consecutive days of unexplained absence, the Children & Families Officer will either:
  - Visit the family home
  - Contact the Education Welfare Officer
  - Inform Children's Services
  - Request a welfare check by the police
  - Offer of support to be made available

### Of the pupils

- To understand the importance of regular school attendance and punctuality by having a collective responsibility with school and parents/carers
- Child Friendly Attendance Policy in collaboration with School Council
- Children kept informed on a weekly basis through school assemblies

### Of the parents/carers

- Parents/carers must:
  - read and sign home school agreement
  - ensure that their children achieve a minimum attendance figure over 95%
  - ensure that their children arrive at school promptly – 8.40am
  - contact school before 8.45am to report their child's absence
  - ensure that non-emergency medical appointments, i.e. dental check-ups, are made outside of school hours
  - keep contact details up to date
  - ensure a leave of absence during term time is requested in writing to the Executive Headteacher. Parents should fully complete the request form stating the following:
    - First date of absence
    - Date of return to school
    - Number of days
    - Destination
    - Parent/Carer signature and date
    - Contact details, if different to those held in school
    - Any exceptional circumstances
    - Family holidays should be taken out of term time
    - Keep school up to date with:
      - home, work and mobile contact numbers
      - home addresses
      - e-mail addresses

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- two additional contacts for emergency purposes, including phone numbers and home addresses
- any additional information school needs to be aware of

### Of the Local Education Authority

- The Local Authority will provide consultation and support with school for those children with attendance below 95%. This could include:
  - advice on penalty notices
  - attendance panel meetings
  - fast track to prosecution
  - truancy initiatives which includes unannounced home visits
- To work with school on devising and implementing new initiatives to promote attendance and punctuality
- Analysis of school and pupil data

### Procedures – Who does what and when?

- Computer Input (SIMS) is the responsibility of the Admin. Clerk and involves inputting data on a daily basis.
- Registration is the responsibility of the class teacher/learning support assistant, in the teacher's absence, and involves each pupil arriving at school before 8.50am.
- School doors open at 8.40am and close at 8.50am.
- Parents who bring their children to school late will be expected to wait with their child in the reception area until 9.15am. This will limit the disruption to lessons when children arrive late into class. Parents are expected to give a reason for late arrival.
- Any child arriving after 9.30am will receive a U code which is an unauthorised absence.
- The office staff send a message at 9.30am each morning to those parents whose children are absent. If no response is received this will automatically be recorded as an unauthorised absence.
- The Children & Families Officer, will speak to the parents of pupils who are consistently late to ascertain if there is a reason for the lateness and look at ways of trying to assist the family. If the problem continues a letter will be sent home and the Education Welfare Service will be notified at one of the regular meetings with the Children & Families Officer.
- Problems relating to a pupil's attendance will be addressed by the Children & Families Officer approaching the parents informally in the first instance but will be discussed with the Education Welfare Officer at their regular consultation meetings.
- A holistic approach to tackling attendance issues will be consistently applied by school and the Education Welfare Service.
- Communicating the attendance policy to parents will be undertaken through regular newsletters and the colour coded letters that are sent out at the end of every half term.

### Attendance and Punctuality

- Christ Church C.E., Lark Hill and Lewis Street Primary Schools value good attendance and punctuality. In order that every child has the opportunity to reach his/her potential regular school attendance is a necessity. The Executive Headteacher will decide if absence is authorised/unauthorised in accordance with our policy.
- For religious observance there will be a maximum of 1 day allowed for each religious festival and 2 days in total in any school year unless there are extenuating circumstances. If Eid falls on a Saturday or Sunday, children will be expected to be in school on the Monday.
- Absences will not be authorised prior to Y6 SATS.

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- School absences will not be authorised on the day before a school holiday and the day of return, this includes bank holidays, unless there are exceptional circumstances.
- For morris dancing championships 1 day a year will be authorised as long as the parental request is supported by a letter from the morris dancing trainer on official headed paper (this does not include siblings).
- Sporting events such as football academy matches will be authorised at the discretion of the Executive Headteacher after a formal request has been made by the trainer or club.
- Penalty Notices will be issued to parents/carers taking their children out of school in term time (10 sessions/5 days). The Penalty Notice fine is £60.00, if the fine is not paid within 21 calendar days of issue of penalty, it will be increased to £120.00. If the penalty is still not paid within 28 days parents/carers will be prosecuted under Section 444(1) of the Education Act 1996. Any parents/carers not paying the fine will be taken to court for the offence of not sending their child to school on a regular basis.
- Any unauthorised absences will be automatically reported to the Education Welfare Officer and a Penalty Warning Notice will be issued.
- Wherever possible, please provide medical evidence eg, appointment card/letter, hospital letter, prescribed medication, otherwise absences may not be authorised. If your child is absent through illness, please contact school each day of the illness to keep them updated.
- Incentives/Rewards: Certificates, weekly attendance awards, early birds cup, termly rewards for children with 100% attendance and punctuality and 100% attendance prize at the end of the year. The school also has 'Chat and Play' providing skills based fun activities for the children from 8.45am to encourage them to be punctual.
- Opportunities for informal contact: Building good relationships with families is achieved by the meeting and greeting of families in the morning by the Executive Headteacher/Head of School and Children & Families Officer.

### **Persistent and Severe Absence** (See Appendix 1)

Identified for 2022/23 as one of school's key priorities.

Persistent Absence – below 90%

Severe Absence – below 50%

School and supporting agencies will endeavour to support families holistically to improve attendance by tracking pupil attendance weekly and identifying patterns early and by discussions with parents/carers (and children where appropriate).

### **Legal Intervention** (See Appendix 2)

Will only be considered as a final resort if all other interventions/support have failed or are not deemed appropriate.

### **Holidays in Term Time**

Executive Headteacher cannot authorise absences during term time unless there are exceptional circumstances this includes holidays and extended leave. Please see links below for further information.

[Term-time holiday guidance • Salford City Council](#)  
[School attendance and absence - GOV.UK \(www.gov.uk\)](#)

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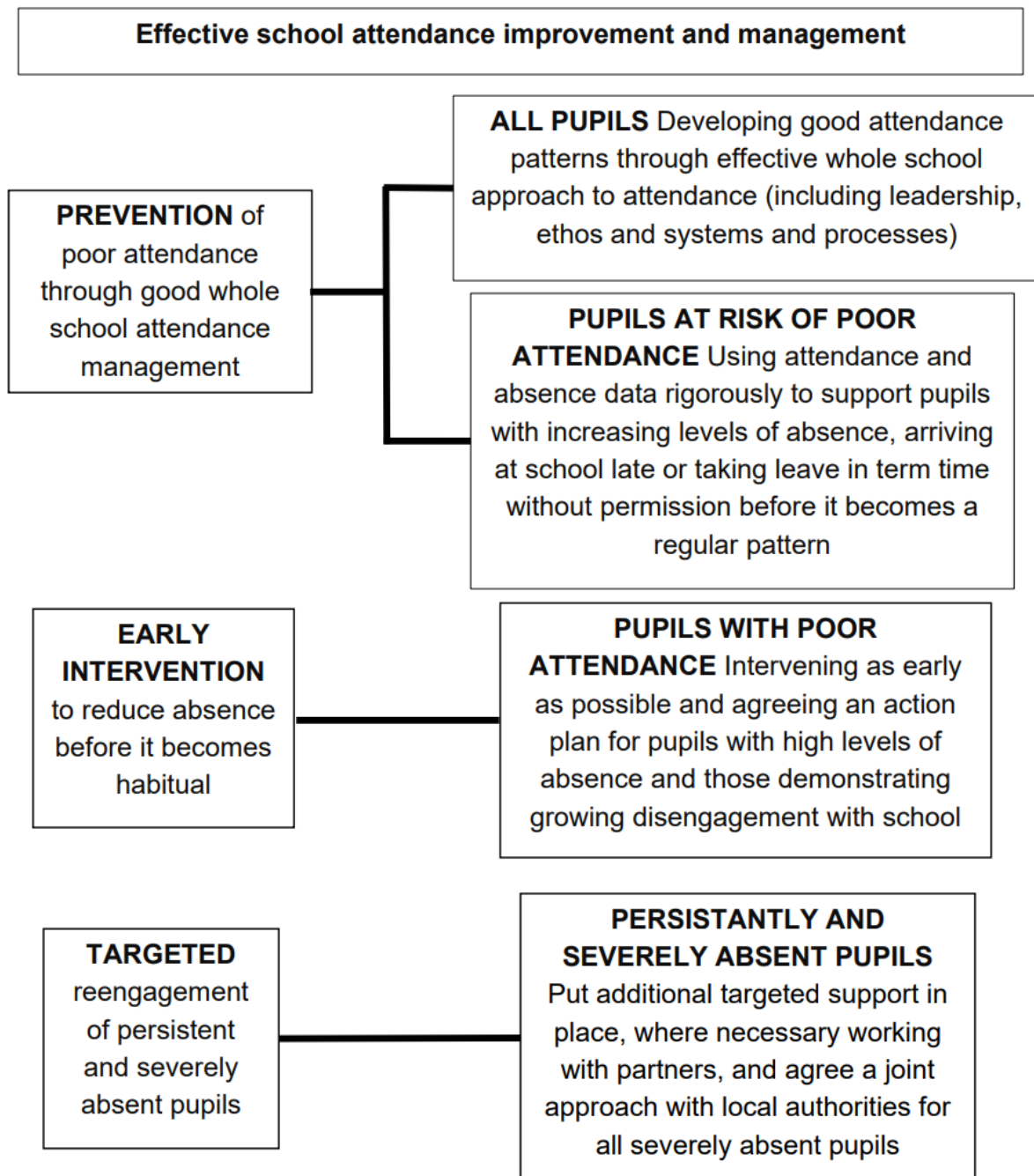
## Monitoring and Evaluation

- Christ Church C.E., Lark Hill and Lewis Street Primary Schools will evaluate the effectiveness of its strategies by:
  - weekly monitoring of attendance through SIMS
  - fortnightly consultation with the Education Welfare Officer
  - the opening and closing of referrals to the Education Welfare Service
  - planning and evaluating initiatives
  - annual review of this policy
- Reporting to CME (Children Missing Education)  
We have a legal obligation to report to the Local Authority any child as missing from education, for example, child not attended school due to moving out of the authority and school has not been given a new home address, and school if possible.
- Cluster schools  
We at Christ Church, Lark Hill and Lewis Street work together with our cluster of schools in Eccles to have a joined up approach to school attendance. This cluster of schools adopts the same Attendance & Punctuality Policy and procedures, for example authorisation of morris dancing competitions.

# Christ Church C.E., Lark Hill & Lewis Street Primary Schools Attendance & Punctuality Policy



## APPENDIX 1



# Christ Church C.E., Lark Hill & Lewis Street Primary Schools Attendance & Punctuality Policy



## APPENDIX 2

